

**MICHIGAN DEPARTMENT OF COMMUNITY HEALTH (MDCH) INTERNSHIP PROGRAM**  
**INTERNSHIP DESCRIPTION FORM**

<b>INTERNSHIP HOST INFORMATION</b>		
State Department / Agency: MDCH		
Administration / Office: Office of Health Services Inspector General		
Location of Internship: Lansing, MI		
Intern Supervisor's Name(s): Peggy Hines		
Intern Supervisor's Title(s): Assistant Inspector General, Field Agent Manager		
Intern Supervisor's Phone: 517-335-5239	Intern Supervisor's Email: DCH-OIG@michigan.gov	
<b>APPROVAL</b>		
Supervisor Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Approving Supervisor Name (signature not required): Peggy Hines	
<b>INTERNSHIP SCHEDULE</b>		
Internship Time Period: Summer (May - Aug) - 2013	Internship Hours Requested Per Week: Flexible	
<b>PREFERRED EDUCATION</b>		
Major / Minor: Criminal Justice/ Police Academy Cadets		
Level of Education: Open to Undergraduates and Graduates		
Preferred Skills / Qualifications: <ul style="list-style-type: none"> <li>– Knowledge of criminal law and criminal procedure; knowledge of computer applications (Microsoft Office, Powerpoint); ability to prepare documents and presentations; and excellent verbal and written communication skills. Previous course work in report writing/interviewing of witnesses and suspects a plus.</li> </ul>		
Through this internship, student intern will develop or further strengthen the following competencies:		
<input checked="" type="checkbox"/> Adaptability	<input checked="" type="checkbox"/> Continuous Learning	<input type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input checked="" type="checkbox"/> Building Trust	<input type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards
<b>INTERNSHIP DESCRIPTION</b>		
Internship Title: Field Agent Criminal Justice Intern		
Intern Responsibilities / Projects: <ul style="list-style-type: none"> <li>– Assist the Office of Inspector General in the prevention, detection, and investigation of fraud, waste, and abuse in Health Services Programs</li> <li>– Identify and interpret applicable case law, statutory requirements, criminal procedure, court rules, administrative rules, etc. as necessary to develop procedures and to provide resources and technical advice to staff</li> <li>– Draft relevant memoranda</li> <li>– Observe on-site field audits of healthcare providers</li> <li>– Observe administrative hearings</li> </ul>		
<b>APPLICATION PROCESS</b>		
Submit: 1) internship application, 2) résumé, and 3) cover letter to the appropriate Internship Coordinator.		
Administration	Coordinator	E-mail

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Public Health	Stella Christian	<a href="mailto:ChristianS@michigan.gov">ChristianS@michigan.gov</a>
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Operations	Nancy Houts	<a href="mailto:HoutsN@michigan.gov">HoutsN@michigan.gov</a>
Other	Shelly Murrell	<a href="mailto:MurrellS@michigan.gov">MurrellS@michigan.gov</a>

For more information about the Michigan Department of Community Health Internship Program,  
Please visit: [www.michigan.gov/mdch/careers](http://www.michigan.gov/mdch/careers) -click on Internships